

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 7, 2013

SUBJECT: **Consultant Agreements
911 Center Relocation Project**

PRESENTER: Marcus Jones, P. E.

ATTACHMENTS: Yes

1. Proposed Agreement Letter with Delta Three Inc. (Architects)
2. Proposed Agreement with Mission Critical Partners, Inc. (Technology Implementation / Grant Management)

SUMMARY OF REQUEST:

With the selection of Delta Three, Inc. (D3) as the most qualified responding Architect for the subject project during the Board's February 4, 2012 meeting, staff has negotiated a proposed agreement with D3 for \$162,085, see attached proposal letter. The scope of services is to perform the architectural services for the subject project.

Also, staff has negotiated an agreement with Mission Critical Partners, Inc (MCP). The agreement is attached with an associated fee of \$212,000. The scope of the agreement with MCP is to integrate technology into the project and manage the grant process with the NC911 Board.

Both agreements address the new and larger project scope under the recently approved NC911 Board grant for \$3,600,000. These agreements are both grant eligible and do not require an allocation of County funds.

BOARD ACTION REQUESTED:

Authorize the County Engineer to execute the required documents for the agreements with Delta Three, Inc at \$162,085 and Mission Critical Partners, Inc. at \$212,000.

Suggested Motion:

I move that the Board authorize the County Engineer to execute the required documents for the agreements with Delta Three, Inc at \$162,085 and Mission Critical Partners, Inc. at \$212,000.



September 25, 2013

Mr. Marcus A. Jones, PE
Director of Engineering
Henderson County
1 Historic Courthouse Square, Suite 6
Hendersonville, NC 2879

Re: Henderson County PSAP Relocation

Dear Marcus,

Thank you for the opportunity to submit our fee proposal to you and Henderson County for Architectural and Engineering Services for the Henderson County PSAP Relocation in the existing Henderson County Law Enforcement Building.

Our proposed fee for professional services will be for the following addressed individually:

- Basic Services Fee
- Additional Services Fee (optional)

Basic Services Fee:

Based on the Grant received by the State of North Carolina the estimated budget for the project cost for the new PSAP Relocation is \$3,600,000.00 for the building renovations and equipment. The owner's budget, according to the the Professional Cost Estimate as prepared by Aiken cost consultants, for building renovations is \$1,620,853.00. The Basic Services fee we propose for professional services for the project is a lump sum fee in the amount of \$162,085.00 . Our fee includes the following services:

- Architectural Services through bidding.
- Mechanical/Plumbing Engineering Services through bidding.
- Electrical Engineering Services through bidding.
- Bidding Oversight
- Architectural, Mechanical/Plumbing and Electrical Construction Administration Services. (Please see attached list of services to be performed by Owner's consultants, MCP).

The above proposed fee would be divided into the five major phases of work development with the appropriate fee percentage for each billing. The percentage proposed as indicated below:

- Programming & Schematic Design 15% (this will be done in conjunction with Mission Critical Partners)
- Design Development 20%
- Construction Documents 40%
- Bidding 05%
- Construction Administration 20%

Additional Services Fee:

In addition to the fees described above, any Additional Service items which should be considered as additional allocated cost, not included in the above basic services are as follows:

- Site Surveying Fee (Exterior Site)
- Civil Engineering Fee (Exterior Sites)
- Landscape Architect Fee
- Structural Engineering Fee
- Interior Design/Furniture Planning Fee
- Construction Administration of Equipment and Installation of Equipment.

Our proposed "Add Service" fees for professional services can be negotiated on additional lump sum fees or based on our current hourly rates as described below. Any additional services using our below listed hourly fees may be converted and modified between you and our firm based upon a mutually final fixed "Add Service" scope of work and such fee may become a negotiated fixed lump sum fee if you so choose. Our hourly rate compensation shall be computed as follows:

Principal Architect	\$150.00 / hr.
Project Architect/Manager	\$110.00 / hr.
Intern Design Architect	\$ 75.00 / hr.
Principal Engineer	\$ 135.00/hr.
Professional Engineer	\$ 125.00 / hr.
Project Engineer	\$ 95.00 / hr.
Design Engineer	\$ 75.00 / hr.
CAD Operator	\$ 55.00 / hr.
Clerical	\$ 45.00 / hr.

All reimbursable expenses will be billed at a rate of 1.1 times the actual expense and include, but are not limited to the following:

- Long distance telephone calls
- Postage (to include express mail)
- Reproduction for copies and prints
- Supplies for presentation boards
- Equipment/Materials Inventory

Transportation costs and subsistence for travel of personnel, lodging, and meals

Our Architectural Services Contract will be between Henderson County and Delta Three, Inc. and shall be based on this Fee Proposal as an attachment to a formal executed contract instrument. The formal contract instrument document will be the Standard AIA Document B101 2007 Standard Form of Agreement Between Owner and Architect which will be forwarded to you at a later date. We trust this Proposal is acceptable to you and look forward in continuing this most significant project with you.

Should you have any questions or concerns, please do not hesitate to call at your convenience.

Sincerely,
Delta Three, Inc.

A handwritten signature in black ink, appearing to read "Paige McCord". The signature is fluid and cursive, with the first name "Paige" written in a larger, more prominent script than the last name "McCord".

Paige G. McCord, RA
Principal



TRANSMITTAL LETTER

August 27, 2013

Marcus Jones, PE
Henderson County Engineering
One Historic Courthouse Square, Suite 6
Hendersonville, NC 28792

RE: MCP New Contract - PSAP Relocation/Migration Henderson County, NC

Dear Mr. Jones,

Mission Critical Partners, Inc. (MCP) is pleased to submit this proposal for “expanded services” for professional consulting to Henderson County as a result of the recent Grant Award by the NC State 911 Board.

By way of explanation, our original proposal submitted on November 9, 2012 provided an all-inclusive lump sum fee of \$44,710 that included five (5) tasks. Those tasks are now completed as of August 15, 2013.

The proposed contract would include over-all Program Management services to the County for overall coordination of the PSAP relocation project from design through construction. These efforts would comprise an additional five (5) tasks for the following scope of work:

1. Coordinate with the County and Delta the completion of the design through construction documents.
2. Assist the County/Consultant in preparing bid documents, advertisement and award of construction contracts.
3. Complete the specification/procurement, award and installation of PSAP technology and migration into the new facility.
4. Provide NC 911 Grant Compliance services to include preparation of the Grant Budget, schedule and other required reporting and presentations.
5. Provide coordination for the migration of the PSAP to the new location through occupancy.



It is anticipated that the schedule for these additional services would entail approximately 14 months with project completion on or around November of 2014 assuming authorization to proceed in October of 2013.

The proposed fee for these additional services (see Detailed Scope attached) would be **\$212,000**.

Should you have questions, please contact me at your earliest convenience at 814-242-7439.

Sincerely,

MISSION CRITICAL PARTNERS, INC.

Lawrence C Bickford
Senior Vice President/Client Services

cc: Lisha Stanley
Sidney McConahy



DETAILED SCOPE

MCP serving as the project's Program Manager will facilitate a smooth transition into this new facility for all of the 911 agencies and transitioning personnel. The overall goal of this project includes multiple objectives. The overall goal of PSAP relocation is to improve the delivery of emergency service to the citizens and visitors of Henderson County.

These services include coordination of facility design, systems and telecommunications technology, migration of staff and assistance to the PSAP leadership in the transition of the project. MCP's leadership will result in the development of an overall plan, budget and schedule for all facets of the project through tying together all of the components necessary for a successful relocation and NC State Grant compliance.

The MCP Program Manager will fulfill the contract requirements on behalf of Henderson County as a Subgrantee for grant management of the PSAP Grant awarded to the County by the NC 911 Board. MCP staff will also be attentive to additional grant opportunities on behalf of the County. To this end, MCP will provide grant management through our program management services to include:

Request to Subcontract Grant Management.

MCP as Program Manager will be subject to the conditions of the Henderson County 911 Grant Agreement.

Program Management Responsibilities

MCP acting as the Program Manager will oversee all administrative aspects to include grant reporting, developing detailed timeline, bidding, coordinating with other contractors and subcontractors and other grant requirements. The Program Manager will meet with the County's designees and conduct meetings sufficient to complete the project. MCP will produce reports, schedules and detailed forecasts for fourteen (14) months through completion of the project.

MCP will develop a Gantt chart identifying all aspects of the project to include grant, facility, site, technology, staffing and turnover/transitioning to the new facility. Each task will be superimposed in a project schedule reflecting a time span through November 2014. These tasks will be assigned in a logical sequence with assignment of responsibility to MCP, contractors, subcontractors, vendors or the owner's responsible agent.

MCP as Program Manager will conduct presentations and informal discussions with the County and the NC 911 Board to facilitate the project. MCP will identify potential impediments and suggest solutions in concurrence with the County's staff and other consultants.

MCP as the Program Manager will comply with the reporting requirements of the Henderson County 911 Grant Agreement including the reporting schedule within the Grant Agreement.

Subcontractors



MCP as the Program Manager will coordinate contractor/subcontractor performance to include compliance with all terms and conditions of the 911 Grant Agreement.

OBJECTIVES

Create a reliable, flexible, state-of-the-art secure facility that transitions the existing PSAP into a new facility located in property owned by Henderson County. This transition includes new integrated technology, personnel, grant compliance and conformance to minimum local, state and federal laws and standards. MCP proposes to complete the project at the most reasonable cost to the County by using “best practices” and utilizing a “best value” procurement strategy.

Scope Description/Technology

- Confirm the list of mission-critical technology-sensitive systems in coordination with the County.
- Hold final decisions on mission-critical technology selection until as far along in the building design/construction process as possible to ensure most-current applicable technologies are considered in decision-making.
- Coordinate technology with the master project construction schedule.
- Integrate technology considerations and requirements into the building design specifications.
- Integrate technology systems in the building.
- Conduct regular meetings with project stakeholders, document minutes and provide project updates on a regular (mutually agreed) schedule.

Requirements

- Determine technical specifications for systems as outlined by MCP in coordination with PSAP staff.
- Develop procurement documents for systems as outlined.
- Oversee the technology procurement process; review vendor responses; make award recommendations.
- Coordinate technology implementation of building systems during Construction Administration.
- Act as technology integrator for non-building and proprietary systems.
- Provide for Program Management services for technology for the duration of the project.
- Provide Schedule, Diagrams, Meeting Minutes, and Program Oversight Services.
- Communicate Issues and track Action Items Deliverables.

PROJECT SCHEDULE

Milestones

Management of the technology aspects of the project will include:

- Those systems integral to the building
- Non-building systems that must be supported by the building systems



The non-building systems will, in turn, be segregated into:

- Non-proprietary systems that will be specified and released for competitive procurement
- Proprietary systems that will be procured for the new building

The major milestones of the facility, staffing and technology requirements are outlined below.

Design Development

Continue to develop and deliver design documentation necessary for the new 911 PSAP and related technology support spaces. This includes engineering and consultative design input for the building as well as the network, technology spaces, cabling and infrastructure that will be bid as part of the building. The design criteria for all communication systems are necessary to provide space planning, security, cable pathways, power, HVAC, etc., for the overall building design.

Efforts in the design development phase culminate in the preparation construction/design documents, including design submittals, building/system drawings, specifications, calculations, and other written matter to support the project.

Design development shall be staged to support a bid package strategy:

- Building systems – staged for development coincident with the building design
- Non-building systems – forestalled to coincide with building completion to ensure most-current technology

Construction Documents

Documents suitable for release to bid for the building and related systems follow the design efforts of the step above. All documents let out to bid as part of the building are prepared and finalized. Actions will be to develop and document detailed technical specifications, procurement documents and/or Requests for Proposals (RFPs) that will meet the desired system performance levels.

Completed Construction Documents will consist of drawings, specifications and other documents necessary for full and complete bidding and construction of the project.

Facility Bidding

Bidding support efforts include scheduling pre-bid meetings, responding to bidder questions and issuing addendum/clarifications. Review all bid submission and make recommendations on award to the County.

Construction Administration (CA)/Technology Infrastructure/Systems Integration

During construction administration, technology support will comprise schedule updates and review of bid compliance for all components.

Systems integrations support will entail documenting technical requirements, detailed procurement specifications, installation oversight, testing, acceptance, implementation, and cutover for the overall program and all individual electronic systems needed to support the Dispatch Center.



Specifications – Develop and document detailed technical specifications, procurement documents and/or Requests for Proposals (RFPs) that will meet the desired system performance levels. Conduct thorough reviews of all responses to the RFP. Make a recommendation(s) for award to qualified suppliers, based upon the best solution offered in the responses with consideration for pricing, performance, maintenance and vendor past experience with similar applications.

Installation Oversight – Provide project oversight throughout the stages of circuit planning, equipment installation, equipment integration, labeling, documenting, cross connection to the public switched network, testing, system activation, training, warranty initiation and system acceptance.

Acceptance and Cutover – Coordinate and review all system as-built documentation, end-to-end test documentation and final acceptance criteria. Cutover activities shall be planned to achieve minimum disruption of overall operations.